

EXHIBIT L

TRUST FOR LAND RESTORATION RECORD-KEEPING POLICY

Preamble: The Trust for Land Restoration is committed to operating in an efficient manner, while preserving its rights to enforce the conservation easements it accepts. In addition to accepting conservation easements, TLR works to restore and remediate lands damaged by human activities. Such restoration and remediation work requires adequate record-keeping over potentially long periods of time. Therefore, TLR's record-keeping policy shall serve to guide staff in preserving those records necessary to document and guide the organization's activities in all of its programs.

Records Creation: In order to confirm the accuracy of the document, all TLR records must be signed by the party creating such records. No TLR staff member, Board member, volunteer or contract employee shall sign a record as accurate unless she or he created the document themselves.

Critical Records: The following list of records shall be kept by TLR in the ordinary course of business, immediately following creation of such records, but the list is not a comprehensive list of such records:

- Correspondence with landowners, both written and electronic
- Correspondence with federal state or local governmental agencies or development authorities
- Recorded original conservation easements, warranty deeds, water rights, subordination agreements, loan documents and the like
- Appraisals
- Surveys
- Baseline Documentation
- Title commitments and exceptions to title, title policies, Ownership & Encumbrance reports
- Due diligence findings
- Environmental Assessments and any supporting records or data
- Reserved rights requests and responses
- Requests for amendments and responses
- Correspondence and memos relating to alleged or actual violations of conservation easements
- Remediation plans
- Foundation/government grant agreements
- Scoping studies
- Contracts and all related correspondence
- Insurance policies and all related correspondence

Electronic Mail Records: Paper copies shall be made of all electronic TLR records and stored with other critical organizational records. Alternatively, TLR may record such electronic documents on floppy disc, CD-ROM, ZIP discs or other format, so long as the technology to retrieve such electronic documents is preserved as well.

Custodian of Records: The Executive Director shall be the custodian of records. The ED shall adopt a system of record sign-out and use in the event that TLR hires additional staff or makes any of its original records available to Board members or other volunteers or contract employees. Prior to such time, the ED shall not release original documents unless pursuant to a violation issue, but may freely copy records as necessary.

Record Storage: All TLR records shall be kept on-premises in fire safe storage in order to prevent any inadvertent loss of the records and avoid any possibility of tampering with the records. Such records shall be kept in paper form, but may be archived or otherwise electronically stored in the future. Should methods of record-keeping other than through paper be adopted, TLR shall also store the technology needed to access such records, so that the records can be retrieved in perpetuity.